

## Site Plan Submittal Check List

Every site plan shall contain the following information:

- ☐ Project title and address.
- ☐ Signed, sealed and stamped by design professional.
- ☐ Signature panel for the Department of City Planning and Community Development.
- ☐ North arrow, scale, date and vicinity map.
- ☐ Zoning of the property to be developed and the immediately adjacent properties.
- ☐ A site plan showing property lines, setback requirements, streets, buildings, water ways or lakes, wetlands and other physical features in or adjoining the project. Show height, dwelling type and the total square footage of all structures to remain or constructed.
- ☐ A topographic survey, including the elevation of streets, alleys, buildings, structures, water courses, top of bank, toe of slope and flood delineation. The topography shall be shown by adequate spot elevations.
- ☐ Standard flood elevation call out and the height of all first floor elevations. If there are multiple flood zones, delineate zones on site plan and survey sheets.
- ☐ All current and proposed easements.
- ☐ The location, height, type and material of all fences and walls (dumpsters or other outdoor trash receptacles included).
- ☐ The location, character, size and height of all existing and proposed signs.
- ☐ The location, dimensions, % and acreage of proposed usable space open space, open space and other required amenities and improvements.
- ☐ Total site acreage and % allocated to impervious cover (current and proposed).
- ☐ The number of dwelling units (for residential projects).
- ☐ Off-street parking and loading areas (proposed and required) and associated calculations
- ☐ An erosion and sediment control plan (Ch. 15)
- ☐ A utility plan showing the location, dimensions and character of all existing and proposed facilities (sewer, water, gas, electric, etc) and utility calculations
- ☐ A stormwater management plan showing the location, dimensions and character of all existing and proposed infrastructure and SW management features (curb, streets, storm, sidewalks, BMP, gutter, etc.), BMP maintenance agreement and stormwater calculations.
- ☐ Traffic impact analysis (If required by Ch. 28).
- ☐ A lighting plan
- ☐ A landscape plan.

### If in Chesapeake Bay Preservation Areas

- ☐ An environmental site assessment including the 50ft buffer, 100ft buffer, wetlands, shore line, water bodies and trees (existing and proposed).
- ☐ Tree survey as required by Environmental Services
- ☐ A water quality impact statement.